CA-PMM

Project Name: Strategic Offender Mgmt System (SOMS)

OCIO Project #: 5225-113
Department: CA Dept. of Corrections & Rehabilitation
Reporting Period: *From:*   7/8/09   *To:*

Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?

Accomplished this week

Planned/Scheduled Completion in Next Two Weeks

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?		
Are there any planned tasks that won't be completed?		
Are there problems which affect your ability to accomplish assigned tasks?		
Do you plan to take time off that is not currently scheduled?		

Status of Assigned Issues

Issue Number	Description	Due Date	Status

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Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	Yes	Schedule development is now being completed in a phased approach according to implementation approach.	Initial phase schedules submitted for review in lieu of complete multi-year schedule. Multi-year schedule now due August 2009.	None - Delay in multi-year baseline schedule does not affect early phases due to partial schedule submissions.
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	No			

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	Yes	There are three potential sources for project staffing issues to originate from: 1) Staff furloughs due to the current state budget, 2) Staff early retirements due to current state budget (one retirement has occurred), and 3) Limited or no availability of staff previously identified to participate in / staff the SOMS project (at least part-time). A lack of sufficient resources will impact task completion, milestone / deliverable completion, and schedule (at a minimum).	Project Director and Project Manager are working to negotiate / secure needed project resources from available resource pools and business partners. Additionally, tasks related to issue monitoring, attrition planning, and recruitment are underway.

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Current Status and Accomplishments: *Describe deliverables completed and milestones met during **this reporting period.***

SOMS team members, including the Project Director, conducted multiple Electronic Records Management System and Release 1A site visits for information sharing and collection purposes. The redesigned SOMS Intranet communication pages went 'live.' Client working sessions were conducted locally to facilitate the exchange of information. Phased schedule development activities continued.

Project Milestones:
List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Create Baseline Project Implementation Schedule	6/1/09	8/15/09	Delayed	Release 0 - Electronic Records Management System (ERMS) and Release 1A (R1A) schedules reviewed with project team.	
Complete Solution demonstration videos for Intranet publishing	9/18/09	9/18/09	On Target	Revised communication strategy for Solution demonstrations to provide a video for each business function, and ensure focused and wider distribution.	
Begin C-File Back File Conversion	10/5/09	12/7/09	Delayed	Planning phase uncovered unanticipated tasks and go-live dependencies.	

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			
Milestones	x			
Deliverables	x			
Resources		x		Continue recruitment for unfilled positions and seek to leverage resources available from business partners.
OneTime Cost		x		Determine additional funding requirements to address systems integrator / project staffing deficiencies and potential sources to secure funding.
Continuing Cost		x		Monitor budget reduction activities and begin planning for shortfall.

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Summary Milestones and Highlights

Project Milestones:

List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Create Baseline Project Implementation Schedule	6/1/09	8/15/09	Delayed	Release 0 - Electronic Records Management System (ERMS) and Release 1A (R1A) schedules reviewed with project team.	
Complete Solution demonstration videos for Intranet publishing	9/18/09	9/18/09	On Target	Revised communication strategy for Solution demonstrations to provide a video for each business function, and ensure focused and wider distribution.	
Begin C-File Back File Conversion	10/5/09	12/7/09	Delayed	Planning phase uncovered unanticipated tasks and go-live dependencies.	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* _Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis_

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			
Milestones	x			
Deliverables	x			
Resources		x		Continue recruitment for unfilled positions and seek to leverage resources available from business partners.
One Time Cost		x		Determine additional funding requirements to address systems integrator / project staffing deficiencies and potential sources to secure funding.
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Sponsor to Executive Committee

Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	**0** Green	User Project Managers are key project participants in the project. Additionally, site visits and requirements gathering efforts include representatives from varying institutions.
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	**0** Green	The selected SOMS solution is based off of similar solutions implemented in other state correctional systems and meets 90% of the functionality out of the box.
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	**0** Green	Although the multi-year project schedule has not yet been delivered, early phase schedules are under way and support ongoing work efforts to ensure project progress.
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	**0** Green	Current budget numbers indicate a minimal variance from initial estimates.
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	**0** Green	Very few risks have been deemed high-probability / high-impact risks. Those identified to date include budget reductions and shortfall in personnel.
	4 to 6	1		
	>6	2		

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Sponsor to Executive Committee

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6. Unresolved Issues (on time resolution)	On time	0	**0**	Green	Frequent status reports and meetings track early-identified issues and related action items to avoid unresolved issues.
	Late with no impact	1			
	Late impacting the critical path	2			
7. Sponsorship Commitment	Fully engaged	0	**0**	Green	The SOMS project sponsors remain informed, engaged, and in attendance of regular meetings to ensure project success.
	Partially engaged	1			
	Inadequate engagement	2			
8. Strategy Alignment	Strong alignment	0	**0**	Green	The SOMS solution aligns with the department's strategic goals to increase efficiency and effectiveness of operations required to ensure safety of offenders, public, staff and law enforcement agencies.
	Partial alignment	1			
	Weak or no alignment	2			
9. Value-to-Business	Strong	0	**0**	Green	The SOMS solution adds business value by moving from paper-based manual processes to an electronic system, providing easy access to institutional data, supporting metrics analysis / reporting, and lowering long-term personnel costs.
	Medium	1			
	Weak	2			
10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	**0**	Green	The vendor was selected using a thorough and complete RFP and procurement process. HP / EDS is a global systems integrator with a solid financial portfolio, proven track record, and multiple demonstrated successful implementations of similar corrections solutions in other U.S. states.
	Medium	1			
	Weak	2			

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11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	**0**	Green	While schedule development is underway, the project team continues to make progress according to initial estimates.
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	**0**	Green	While schedule development is underway, the project team continues to make progress through ongoing submission of project deliverables.
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	**1**	Yellow	Resource shortfalls continue to challenge the SOMS project due to budget reductions, state-imposed furlough days, and limited resource pools.
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	**0**	Green	Overtime utilization is not yet a factor of the SOMS project.
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	**0**	Green	A cooperative, collaborative, and effective project culture is developing as the project moves from the storming to the norming phase of the project evolution.
	Moderately Effective	1			
	Ineffective	2			
	Total		**1**	**G**	

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

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Vendor Viability Rating Rationale

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